

# Save America's Treasures

FY 2007 Historic Preservation Fund Grants to Preserve  
Nationally Significant Intellectual and Cultural Artifacts and Historic Structures and Sites

## APPLICATION

Please follow the Guidelines and Application Instructions to complete this application. Applicants must submit one (1) signed original and seven (7) copies – a total of 8 – complete application packages plus one (1) additional photocopy of this page for each project. See Additional Information on page 9 for program contacts and instructions on how to request an electronic version of this application.

### 1. PROJECT INFORMATION

Historic Property or Collection Name \_\_\_\_\_

Historic Property or Collection Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Congressional District \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of project (select ONLY one)

Historic district \_\_\_\_\_ Site \_\_\_\_\_ Building \_\_\_\_\_ Structure \_\_\_\_\_ Object \_\_\_\_\_

Artifact \_\_\_\_\_ Collection \_\_\_\_\_ Document \_\_\_\_\_ Sculpture \_\_\_\_\_ Work of art \_\_\_\_\_

Amount Requested (Federal share) \$ \_\_\_\_\_ TOTAL Project Cost \$ \_\_\_\_\_

### 2. APPLICANT AND PROJECT DIRECTOR

#### APPLICANT AGENCY / ORGANIZATION

Authorizing Official's Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_ DUNS # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

#### PROJECT DIRECTOR (if different from Authorizing Official)

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

### 3. SIGNATURE OF AUTHORIZING OFFICIAL The applicant's authorizing official must sign and date this form. Signatures must be original and in ink.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### 4. OWNERSHIP AND PROOF OF NONPROFIT STATUS

Does the applicant own this historic property or collection?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

**If the applicant does not own this property**, attach a letter explaining the relationship between the owner and the applicant and the authority under which the applicant will be the grantee of record to undertake work on the property or collection. The letter must be on the owner's letterhead and must be signed by the owner's authorizing official.

**If the applicant is not a Federal agency**, proof of nonprofit or government status must be attached to this application.

- A copy of the Federal IRS letter indicating the applicant's eligibility for nonprofit status under the applicable provisions of the Internal Revenue Code of 1954, as amended.
- An official document identifying the applicant as a unit of state, tribal, or local government or other tax-exempt multipurpose organization. If prepared specifically for this application, the certification must be on the parent organization letterhead and certified by an official of the parent organization.

**Please note** – A letter of sales tax exemption is not acceptable as proof of nonprofit status.

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#### 5. DOCUMENTATION

A minimum of four (4), 4"x6" or larger black and white or color photographs must accompany the original and each copy of the application. Photographs must include views of the historic property (showing entire building/property) or collection and views specifically documenting the threat or damage to the property or collection. Photographs must be labeled.

Photocopies and photographs submitted electronically will not be accepted. Photographs will not be returned. **Please note:** Submission of **printed** digital photographs will not disqualify an application; however, photographs of lesser quality can affect reviewers' evaluation of an application.

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#### 6. PROJECT SUMMARY

In the space below, **briefly** summarize the proposed project. Discuss the national significance of the historic property or collection, its current condition, the nature of the threat, the proposed preservation and/or conservation work, and the project's public benefit. One continuation sheet may be attached; however, applicants are strongly encouraged to provide brief, concise narratives.

## 7. NATIONAL SIGNIFICANCE (30 POINTS)

Applications for collections or historic properties not meeting this criterion will receive no further consideration. Complete either section A or section B, as appropriate.

### A. HISTORIC PROPERTIES

The historic property will be considered to be nationally significant according to the definition of "National Significance" outlined on page 3 of the Guidelines and Application Instructions if it meets one of the following criteria. **Check the applicable criterion, fill in the name of the building or historic district, and complete item "c".**

- a) \_\_\_\_\_ Designated as a National Historic Landmark or located within and contributing to a historic district that is designated as a National Historic Landmark District. (20 – 30 POINTS)

*Name under which the building was designated a National Historic Landmark OR name of the National Historic Landmark District in which the building is located:*

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- b) \_\_\_\_\_ Listed in the National Register of Historic Places for national significance or located within and contributing to a historic district that is listed in the National Register for its national significance. (UP TO 25 POINTS)

*Name under which the building was listed in the National Register OR name of the National Register Historic District in which the building is located:*

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Please note that properties can be listed in the National Register for significance at the local, state, or national level; most properties are not listed for national significance. The level of significance can be found in Section 3 – State/Federal Agency Certification of the property's approved National Register nomination. Contact your State Historic Preservation Office if you have questions about the level of significance or do not have a copy of the approved nomination.

- c) Explain the reasons why the property is nationally significant. One continuation sheet may be attached; however, applicants are strongly encouraged to provide brief, concise narratives.

## **7. NATIONAL SIGNIFICANCE (CONTINUED)**

### **B. COLLECTIONS**

In the space below, describe the collection and document the national historical, artistic, scientific and / or cultural significance of the collection using the definition of "National Significance" outlined on page 3 of the Guidelines and Application Instructions. The description and documentation must be clear to individuals not familiar with the collection. Applicants are strongly encouraged to provide brief, concise narratives.

## **8. PROJECT DESCRIPTION**

**Additional sheets may be attached; however, applicants are strongly encouraged to provide brief, concise narratives.**

### **A. WHAT IS THE THREAT TO THE HISTORIC PROPERTY OR COLLECTION? (25 POINTS)**

Describe the current condition of the collection or historic property and explain how it is threatened or endangered. The source(s), nature, extent, and severity of the threat, danger or damage to the collection or historic property must be clearly and convincingly argued.

## **8. PROJECT DESCRIPTION (CONTINUED)**

**Additional sheets may be attached; however, applicants are strongly encouraged to provide brief, concise narratives.**

### **B. WHAT WORK WILL BE SUPPORTED BY THIS GRANT AND HOW WILL IT MITIGATE THE THREAT TO THE HISTORIC PROPERTY OR COLLECTION? (25 POINTS)**

Projects must substantially mitigate or eliminate the threat, danger, or damage described in Section A and must have a clear public benefit (for example, historic places open for visitation or collections available for public viewing or scholarly research). All work must be undertaken during the grant period; you may not apply for funding for work that has been completed. The following points must be addressed:

#### **FOR COLLECTIONS AND HISTORIC PROPERTIES:**

- Describe the key project activities and products to be supported by this grant and the non-Federal match.
- Describe how the work will significantly diminish or eliminate the threat, danger, or damage to the historic property or collection.
- Explain any pre-project planning or research, such as Historic Structures Reports or Collection Condition Assessments, on which project decisions are based.
- List the key personnel undertaking the work and briefly describe their qualifications. If personnel have not been selected, briefly describe the qualifications you will require. (Please note: Do not send vitae. Consultants must be selected competitively.)
- Describe how the project will have a clear public benefit.
- Explain how your organization will ensure continued maintenance of the historic property or collection in the context of your organization-wide preservation or conservation activities.
- On a separate sheet, provide a timeline for project completion, including each major activity with a schedule for its completion and its cost. Projects must be completed within the grant period, which is generally 2 to 3 years.

#### **FOR HISTORIC PROPERTIES:**

- If this application is for one component of a larger project, has that project begun? If so, what work has been completed? Has the ongoing work been reviewed by the State Historic Preservation Office?
- If the building will have a new use after the grant funded work is complete, what is that use?
- Is any new construction planned in the vicinity of the historic property?

## 9. PROJECT BUDGET AND FINANCIAL INFORMATION (20 POINTS)

### A. PROJECT BUDGET

The budget must be clear, and all work elements must be eligible, reasonable, and directly relevant to the project. Outline the project budget in the form below; add additional lines in a category as needed. Each cost item must clearly show how the total charge for that item was determined. All major costs must be listed, and all cost items should be explained in the narrative of the application. The budget must include at least the minimum required match (e.g., if applying for a \$300,000 grant, the budget must describe at least \$600,000 of costs/work). All non-Federal match must be cash expended or services donated during the grant period, which is generally 2 to 3 years and is specified in the grant agreement.

**1. Personnel.** Provide the names and titles of key project personnel. Please note that grant funds may not be used to pay Federal employee salaries, nor may Federal salaries be used as match/cost share.

Name/Title of Position	Wage or Salary	Federal Grant Funds	Match /Cost Share (if any)	Total
	\$	\$	\$	\$
<b>Subtotal</b>		\$	\$	\$

**2. Fringe Benefits.** If more than one rate is used, list each rate and the wage or salary base.

Rate	Salary or Wage Base	Federal Grant Funds	Match / Cost Share (if any)	Total
% of	\$	\$	\$	\$
<b>Subtotal</b>		\$	\$	\$

**3. Consultant Fees.** Include payments for professional and technical consultants participating in the project.

Name and Type of Consultant	# of Days	Daily Rate of Compensation	Federal Grant Funds	Match/Cost Share (if any)	Total
		\$	\$	\$	\$
<b>Subtotal</b>			\$	\$	\$

**4. Travel and Per Diem.** Indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs.

From/To	# of People	# of Travel Days	Subsistence Costs (Lodging and Per Diem)	Transportation Costs (Airfare and Mileage)	Federal Grant Funds	Match/Co st Share (if any)	Total
					\$	\$	\$
<b>Subtotal</b>					\$	\$	\$

**5. Office Supplies and Materials.** Include consumable supplies and materials to be used in the project and any items of expendable equipment, i.e., equipment costing less than \$5000 or with an estimated useful life of less than two years. Equipment costing more than that should be listed in Equipment - Category 6.

Item	Cost	Federal Grant Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
<b>Subtotal</b>		\$	\$	\$

## 9. PROJECT BUDGET AND FINANCIAL INFORMATION (CONTINUED)

### A. PROJECT BUDGET (CONTINUED)

<b>6. Equipment.</b> List all equipment items in excess of \$5000. Items worth less than \$5000 or that have a useful life of less than two years must be listed in Supplies and Materials - Category 5.				
Item	Cost	Federal Grant Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
<b>Subtotal</b>		\$	\$	\$

<b>7. Construction/Conservation Materials and Labor.</b> Itemize by work elements (for example, "repair roof," "underpin foundation"). "Lump sum" amounts must be broken into specific work components to be funded by the grant.				
Item	Cost	Federal Grant Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
<b>Subtotal</b>		\$	\$	\$

<b>8. Other (specify).</b>				
Item	Cost	Federal Grant Funds	Match / Cost Share (if any)	Total
	\$	\$	\$	\$
<b>Subtotal</b>		\$	\$	\$

<b>BUDGET SUMMARY</b> Enter category totals here			
Category	Federal Grant Funds	Match/Cost Share	Total
<b>1. Personnel</b>	\$	\$	\$
<b>2. Fringe Benefits</b>	\$	\$	\$
<b>3. Consultant Fees</b>	\$	\$	\$
<b>4. Travel and Per Diem</b>	\$	\$	\$
<b>5. Supplies and Materials</b>	\$	\$	\$
<b>6. Equipment</b>	\$	\$	\$
<b>7. Construction/Conservation Materials and Labor</b>	\$	\$	\$
<b>8. Other</b>	\$	\$	\$
<b>TOTAL PROJECT COSTS</b>	\$	\$	\$



## 9. PROJECT BUDGET AND FINANCIAL INFORMATION (CONTINUED)

### B. WHAT ARE THE SOURCES OF THE NON-FEDERAL MATCH?

List the **secured** sources and amounts of the required dollar-for-dollar non-Federal match, which can be cash, donated services, or use of equipment. Federal appropriations or other Federal grants, except CDBG grants from the Department of Housing and Urban Development, may not be used for match. All non-Federal match must be used during the grant period to execute the project.

If the match is **not secured**, explain how it will be raised.

### C. NON-FEDERAL APPLICANTS ONLY

Organization's non-Federal operating budget for the most recently completed fiscal year:

Year \_\_\_\_\_ Non-Federal budget \_\_\_\_\_

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### FOR ADDITIONAL INFORMATION

Applicants can address questions to and obtain electronic versions of application materials from these agencies.

#### FOR COLLECTIONS PROJECTS

##### **National Endowment for the Arts**

Telephone 202.682.5457  
E-mail [mclaughm@arts.gov](mailto:mclaughm@arts.gov)  
Web [www.arts.gov](http://www.arts.gov)

##### **National Endowment for the Humanities**

Telephone 202.606.8249  
E-mail [jherring@neh.gov](mailto:jherring@neh.gov)  
Web [www.neh.gov](http://www.neh.gov)

##### **Institute of Museum and Library Services**

Telephone 202.653.4641  
E-mail [sschwartzman@imls.gov](mailto:sschwartzman@imls.gov)  
Web [www.imls.gov](http://www.imls.gov)

#### FOR HISTORIC PROPERTY PROJECTS

##### **National Park Service**

Telephone 202.354.2020, ext. 1  
E-mail [NPS\\_treasures@nps.gov](mailto:NPS_treasures@nps.gov)  
Web [www.cr.nps.gov/hps/treasures](http://www.cr.nps.gov/hps/treasures)

#### FOR GENERAL INFORMATION

##### **The President's Committee on the Arts and the Humanities**

Telephone 202.682.5409  
E-mail [kcraime@pcah.gov](mailto:kcraime@pcah.gov)  
Web [www.pcah.gov](http://www.pcah.gov)

## APPLICATION SUBMISSION

Applications must be submitted in hard copy. Faxed applications and applications submitted electronically are not accepted. Applications not received by the deadline and incomplete applications will not be considered. Additional materials not required by the application and materials sent separately from the application are not considered part of the application and are not included in evaluation of the application.

Application materials will not be returned. All application materials, including photographs, become the property of the National Park Service and may be reproduced by NPS or its partner organizations without permission; appropriate credit will be given for any such use.

### YOU MUST SUBMIT –

- (1) original and seven (7) copies – a total of 8 – complete application packages.
  - Page one of the application must be the first page in the original and copies. Do not use other cover pages.
  - The original must be secured with a binder clip.
  - Each copy must be secured with a staple or binder clip; do not use pocket folders, notebooks, or ring-binders.
  - Photographs must be in photo sleeves or an envelope; do not send loose photos.
- One (1) additional photocopy of page one of the application.

### A complete application package is:

- Application on 2007 form; applications on previous years' forms will not be considered.
- Authorizing Official signature; for Federal Agencies, this is the agency head. (Application Section 3)
- Proof of nonprofit status, if applicable. (Application Section 4)
- Minimum of four (4), 4"x6" or larger black and white or color photographs. Submission of printed digital photographs will not disqualify an application. However, photographs of lesser quality can affect reviewers' evaluation of an application. A minimum of four photographs is required, but applicants are encouraged to submit sufficient photographs to enable reviewers to understand and evaluate a project. (Application Section 5)
- Timeline for project completion. (Application Section 8B)
- Detailed budget. (Application Section 9)

**Applications must be received by 5:00 pm Eastern time, Thursday, April 26, 2007.**

**This is NOT a postmark deadline.**

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## SEND APPLICATIONS TO

Save America's Treasures  
Heritage Preservation Services, National Park Service  
1201 "Eye" Street, NW  
6<sup>th</sup> Floor (ORG. 2256)  
Washington, D.C. 20005  
(202) 354-2020, ext. 1

**PLEASE NOTE - Applications should not be submitted through the US Postal Service. All US Postal Service mail to Federal agencies in Washington, D.C. is irradiated, which can damage or destroy materials and lead to a delay in delivery. You must submit your application via an alternate carrier.**